

Lisa M. Cutler
Greenfield, OH 45123

Elizabeth's Hope Pregnancy Resources Executive Director

Current Employment

Date of Employment :

Elizabeth's Hope Pregnancy Resources
Chillicothe, OH

Job Title

- Executive Director
- Responsible for the oversight and supervision of all the centers and personnel. Handles all financial reporting and accounting duties and reports monthly to a board of directors.

Prior Experience

Date of Employment :

PPG Industries
Chillicothe, Oh

Job Title

- Accounts Payable Assistant / General Ledger Assistant
- Responsible for monitoring all electronic invoicing processes and resolving issues as they arise. Responsible for overseeing the Purchasing Card program for the entire company and properly posting it to the General Ledger monthly. Responsible for maintaining proper controls and meeting deadlines to ensure that all accounting deadlines are met according to company financial standards.
- Worked on special projects as assigned

Date of Employment :

Kautex Textron
Wilmington, Oh

Job Title

- Payroll Administrative Assistant
- Responsible for time-keeping and gathering of plant personnel reporting hours, maintaining controls as required by financial standards of company and printing and distribution of payroll checks weekly. Resolving problems as they arise.

Academic Education

Lisa M. Cutler

Elizabeth's Hope Pregnancy Resources Executive Director

Dates of Attendance : To

Mt. Dora High School Mt. Dora, FL

College Education

Dates of Attendance : To

Lake Sumter Community College Leesburg, FL

- Business Management & Finance- 2 yrs

Dates of Attendance :

- Trinity Seminary Online

Other Service/Skills

- 2008 to Current - Serve as a Board Member and Treasurer for Harvest Life Church
- 2009 to Current - Serve as Women's Leader for women's ministry at Harvest Life Church
- 2011-Current - Volunteer peer counselor at Elizabeth's Hope Ross County
- 2012 - Teach Adult Sunday School at Harvest Life Church

References

See Application